



**ACEEU**  
ACCREDITATION COUNCIL  
FOR ENTREPRENEURIAL &  
ENGAGED UNIVERSITIES



# International Project Officer

in Higher Education with an emphasis on  
1) digitalisation, or 2) entrepreneurship

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# Job Description

## About ACEEU

The Accreditation Council for Entrepreneurial and Engaged Universities (ACEEU) is the only globally-operating quality assurance body with a focus on acknowledging (community) engagement and entrepreneurship in Higher Education. We shape the future of higher education by (1) independently evaluating the university performance, and (2) celebrating the university achievements for international recognition in entrepreneurship and engagement.

Next to accreditation, we are driving knowledge generation and implementation through more than 30 EU-funded projects that we are currently conducting in cooperation with 200+ international partners from 35+ countries. The projects cover entrepreneurship, community engagement, digitalisation, sustainability and innovation in higher education.

Due to an influx of projects, we are hiring two **International Project Officers**. The positions are open until filled.

## Your main tasks will be to

- Execute projects on the topic of *higher education and digitalisation or entrepreneurship* in an independent, autonomous way reaching high quality standards (incl. communication with international partners, research work, analysis and creation of reports, organisation of events and attendance of meetings, presentation and dissemination of results). Explore our current projects at [www.aceeu.org/about/projects](http://www.aceeu.org/about/projects)
- Represent ACEEU and your projects in international project meetings and training programmes (around 8 to 12 international trips can be expected during the year)
- Contribute to the development of new project proposals in digitalisation or entrepreneurship in higher education, both independently and as part of a team
- Get creative and develop your own “ACEEU 5% project” as a way to immerse yourself in other areas of the company and get new knowledge and inspiration
- Develop your own style of team work that fits to the group dynamics

## What we look for is

A good addition to our team relies **on being dynamic, entrepreneurial, autonomous, innovative and creative. You should feel comfortable with being busy and spontaneous in a fast-growing start-up/scale-up.** Our plans can change depending on what new opportunities arise: new acquired projects and new initiatives are a good example of that, so being able to move fast, adapt and contribute is key. It is a unique learning and professional development experience that requires effort and dedication. You need to be ready to find solutions and be comfortable with challenges. You will benefit from bringing your background knowledge and skills to create innovative initiatives and solve challenges.

## Who you will work with

We are very proud to be family owned company. It means we are able to stay true to our values and shape our own future. We aim to live those values in our team in the daily activities, that means you will find:

- A team that is dedicated to make an impact! We aim to contribute to the advancement of higher education to ultimately create greater and more sustainable impacts on society.
- A work dynamic based on trust and flexibility. You will work both independently and in a team. After an onboarding period, in which f2f learning and exchange are key, employees will benefit from our hybrid work culture (usually up to 2 days work from home; 3 days work from the office).
- A unique diversity evident in mix of cultures, languages, backgrounds and interests. We have 10+ nationalities embedded in the team.
- A collaborative environment nurtured by feed-back and feed-forward dynamics that lead to new ideas and ways of working.

## What we offer

- A 2.5 to 3-year contract (depending on the projects you will be working on) with the opportunity to obtain a permanent contract afterwards
- A starting gross salary of €2800 per month (40 hours/week), negotiable depending on skills and experience
- A job that enables you to travel to many European countries
- A modern and digitalised office in Münster
- Coffee, fruits and snacks from different places in Europe (depending on our meetings ☺)
- Further benefits include professional development opportunities and “work around the world” for a limited period of time (available after 1 year and if remote work works well)

## Applicant Profile

- Proven practical experience of at least one year in project management, digitalisation or entrepreneurship
- Interest in higher education and the third mission of universities; prior knowledge is a plus
- Good professional presence and willingness to contribute to the company reputation (networking and communication skills, team work, assertiveness)
- Fluent in English (company language is English); German is desirable
- **Dynamic, entrepreneurial, autonomous, innovative and creative**
- **Comfortable with feeling busy and being spontaneous**
- Good command of basic software solutions (e.g. MS Excel, PowerPoint). Additional experience is a plus (e.g. in data analytics or graphic design software). Applicant should feel comfortable learning how to use new software.
- Valid work permit for Germany or ability to get one

For the position with an emphasis on digitalisation:

- Background knowledge and experience in digitalisation

For the position with an emphasis on entrepreneurship:

- Background knowledge and experience in entrepreneurship

## How to Apply

Please send **your CV and motivation letter explaining the value you can bring to ACEEU**

Please send your full application to Dr. Lina Landinez, CEO: [landinez@aceeu.org](mailto:landinez@aceeu.org)

**Only complete applications will be considered.**

Candidates are encouraged to apply as soon as possible as applications will be reviewed on a rolling basis.

Successful candidates will be invited to a series of interviews.

Due to the high volume of applications, ACEEU regrets that **it cannot acknowledge all applications** received.